INTERNATIONAL DIPLOMA PROGRAM ON
PROJECT LEADERSHIP & MANAGEMENT

A project is a “temporary endeavour undertaken to create, attain or achieve a unique product or service, a result or benefit, or a beneficial change for stakeholders”. Projects can be as diverse as conducting market research, arranging an event, restructuring a company, installing a computer system, overseeing construction of a building, and many other tasks. Organizations and their staff/managers who train in project management can benefit enormously from the project leadership and management skills and methods taught in this new Program. This Program will greatly assist leaders and managers of all kinds of projects as well as those seeking project management careers, and gives a comprehensive introduction to project management with many practical examples.

The design of this brand new Program is two-fold:

* It provides professional training for **modern** project leaders and managers, through each phase in the life-cycle of projects, from conception, initiation, planning, implementation, through to closure. It covers the formation, training, supervision, control of a project team, and relations with its members.

* Uniquely, it covers development and humanitarian projects, the outsourcing of projects or parts of them to external parties, and the establishment and management of businesses which execute outsourced projects for clients.

The Fee for the Program includes the supply of two substantial and illustrated Study & Training Manuals, written in clear and easy to understand language with clear explanations - without ‘jargon’ - and with practical examples, to ensure rapid study progress throughout the Program. We use both email and post/courier.

The professionally produced Manuals are divided into 12 Modules (see their contents on the next page) with a Self-Assessment “Progress” Test set at the end of each one, with detailed Recommended Answers, which together provide practice in answering examination-type questions and past-papers, to ensure rapid progress together with Final Examination success for the CIC Diploma.

Bridget Kamara from Sierra Leone:
“I completed my CIC course and was at once promoted to District Assistant for Agriculture Projects in my District. CIC training helped me greatly increase my knowledge in handling project staff and beneficiaries.”

Rodrick Chitalu from Zambia:
“On receiving my Diploma I was promoted to Senior Staff with responsibility for project monitoring. Thank you so much for my Project Management course and this remarkable achievement in my life.”

Julia Fuehrer from Germany:
“I was searching for a job and have now received a very lucrative job offer because of my CIC study and the practical Project Program. Thank you for caring for my problems and coming up with a solution so quickly.”

Henry Tozay from Liberia:
“Since I got my Diploma in Project Management I became Team Leader for the Education Development Center and my salary increased 20%. I supervise staff with responsibility to manage all USAID project activities.”
CONTENTS OF THE 12 ILLUSTRATED MODULES INCLUDE:

**MODULE ONE**  Principles & Practice of Project Management


**MODULE TWO**  Project Personnel and Teams

Duties and responsibilities of project leaders/managers. Roles of project team members. Project sponsor, project board, executive sponsor, administrator/co-ordinator, business analyst. Functions of management. Teams and teamwork: types of project teams: functional, matrix, contract, diversity of team members, building unity. Team objectives, motivation, brainstorming, meetings, briefings.

**MODULE THREE**  Project Planning and Organisation


**MODULE FOUR**  Project Cost Estimating and Budgeting


**MODULE FIVE**  The Project Schedule and Project Tools


**MODULE SIX**  Project Procurement & Purchasing


**MODULE SEVEN**  Project Communication Management


**MODULE EIGHT**  Project Implementation and Execution


**MODULE NINE**  Project Monitoring and Control


**MODULE TEN**  Project Closure - the Final Phase


**MODULE ELEVEN**  Project Logistics, Development Projects


**MODULE TWELVE**  Project Concepts, Outsourcing

The project business case: justifying the project and investment, benefits, research, return on investment (ROI). Project feasibility, study of market, technical, financial, HR resources. Outsourcing processes and projects: reasons, possible advantages. Establishing a project outsource business: research, business plan, capital, finding clients, contracting, fee structures, accounting, insurance.

The inclusive FEE for the complete Diploma Program is:

GB£200 or US$400 if paid in full on enrolment, OR 3 monthly Instalments of GB£90 or US$180 each, which includes Study & Training Manuals, Tests, Examination, Diploma Award, email and registered airmail despatches.

The average time taken to complete this Program is 4/6 months, but Members may take up to 12 months without additional Fee.
I enclose herewith the sum of: (state AMOUNT and CURRENCY) ___________________

being the Full Fee of GB£200 or US$400 OR the first Instalment of GB£90 or US$180 for this Study & Training Program which I wish to undertake with CIC.

PAYMENT IS MADE BY (see pages 4 and 5):
- currency notes
- bank draft/IMO
- British postal orders
- bank transfer (attach bank receipt)
- Credit Card (attach copies etc)
- Western Union QUICK PAY 10-digit transfer control number: ___________________
- Other method: __________________________________________________________

The Study & Training I am paying this Fee for is the CIC Diploma Program on:

PROJECT LEADERSHIP & MANAGEMENT

My FULL Name is:___________________________________________  _______________
My FULL Postal Address is:________________________________________________
______________________________________________________________
Email address: __________________________ Date of birth: _________________
Telephone: ____________________________ Nationality: ______________________
Previous qualifications** if any (Certificates, Diplomas, Degrees, etc) awarded on examination success - attach photocopies (and transcript/contents if available) - or attach to your CV:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Work experience** if any; state start and finish dates, positions, work activities - or attach details and employer work references to your CV: __________________________________

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

(** It is not compulsory or required to have previous qualifications or work experience to enrol for this Program.)

Special needs/requirements, if any: _________________________________________

I agree to and accept the Terms and Conditions of Registration of the College, as stated on its full Enrolment/Registration Forms and website, and I agree to abide by all CIC Rules and Regulations in force and as they might be amended or added to from time to time.

Signed: ______________________________________  Date: ____________________
There are 12 main ways by which you may send your payment to the College:

<table>
<thead>
<tr>
<th>by Bank Transfer</th>
<th>by On-line Banking</th>
<th>by Western Union ‘Quick Pay’</th>
</tr>
</thead>
<tbody>
<tr>
<td>by MoneyGram</td>
<td>by Bank Draft or Bank Cheque</td>
<td>by Western Union ‘Will Call’</td>
</tr>
<tr>
<td>by Currency Notes</td>
<td>by Credit card or Debit card</td>
<td>by PayPal</td>
</tr>
<tr>
<td>by Dahabshiil Money Transfer</td>
<td>by British Postal Orders</td>
<td>by Cheque</td>
</tr>
</tbody>
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These 12 methods are explained below.

**By BANK TRANSFER**

You can arrange to make a transfer or payment straight in to one of the College's Bank Accounts. If you (or a friend, or a family member, or your company) have a bank account, you can ask the bank to transfer a payment to the College. Most banks will allow you to send a payment by bank transfer even if you do not have an account in British Pounds, US Dollars, or Euros.

Or, you can go into a bank with some money (such as cash) and ask the bank to send that amount to a College bank account. Most banks will accept money in your local currency or British Pounds, US Dollars, or Euros; the bank will ensure the College receives British Pounds, US Dollars, or Euros.

To transfer money to one of the College’s accounts, your bank needs the details below (which you might need to write in a bank transfer form):

- **Bank Account Name**: Services to Management (for Cambridge International College)
- **Bank name**: HSBC Bank plc
- **Bank address**: - road: King Street; City & Region: St. Helier, Jersey; Post Code: JE4 8NJ; Britain
- **for transfers in British Pounds (£) send to**: Account Number: 32144670
  - Sort Code: 402534
  - SWIFT/BIC Code: MIDLGB22
  - IBAN: GB35 MIDL 4025 3432 1446 70
- **for transfers in US Dollars (US$) send to**: Account Number: 68294583
  - Sort Code: 400515
  - Swift/BIC Code: MIDLGB22
  - IBAN: GB59 MIDL 4005 1568 2945 83
- **for transfers in Euros (€) send to**: Account Number: 68343364
  - Sort Code: 400515
  - Swift/BIC Code: MIDLGB22
  - IBAN: GB38 MIDL 4005 1568 3433 64

Then post, or scan and email, or fax, your details with the bank receipt to the College in Britain. We can “credit” you only with the sum the College actually receives, so ensure you also pay any bank charges, and add £15 or US$30 or €20 to the Fee amount for incidental charges.

*Note, to overcome possible problems of changes in exchange rates between your local currency and British Pounds or US Dollars, you can use the “Western Union Global Pay for Students” service - for details see the “How Can I Make a Fee Payment” section of the CIC website.*

**By ON-LINE BANKING**

If you (or a friend, or a family member, or your company) have a bank account which offers “on-line banking”, you can make a transfer or payment straight to one of the College’s bank accounts. The College’s bank account details are stated above in the “By Bank Transfer” section.

**By WESTERN UNION ‘QUICK PAY’ SERVICE**

This is the best and quickest way to send a payment to the College. If there is a Western Union Agent in your country or area which offers the ‘Quick Pay’ service, then the Agent can send your payment to the College on your behalf. You can pay to the Western Union Agent in your local currency (or in British Pounds, US Dollars or Euros). You (or a friend, family member or your company) can make a payment through Western Union Quick Pay service using these details:

- **Account Name**: Services to Management
- **Code City**: SM-CollegE,UK
- **Account No**: AUK040697

(If you need more information about using Western Union Quick Pay, ask the College)
By MONEYGRAM
If there is a MoneyGram Agent in your country or area, then the Agent can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the MoneyGram Agent in your ‘local’ currency (or in British Pounds, US Dollars or Euros). If you wish to make a payment by MoneyGram transfer you should first contact the College with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm to you the name of the receiver (the person to whom the transfer should be sent) and the location of the receiver (this is information the MoneyGram Agent will need).

By BANK DRAFT or INTERNATIONAL MONEY ORDER (IMO):
You (or a friend, family member, or your company or employer) can buy or order a bank draft - sometimes called a bank cheque or IMO - from a bank. The bank draft or IMO must be payable to ‘Cambridge International College’ and must be in British Pounds or US Dollars or Euros. It must be posted by registered post or courier to the College in Britain. A bank draft or IMO in British Pounds or Euros must be drawn on a bank in London (England); a bank draft or IMO in US Dollars must be drawn on a bank in New York (USA). Bank drafts and IMOs in Euros or US$ can only be accepted if they have a minimum value of €200 or US$200.

By WESTERN UNION ‘WILL CALL’ SERVICE
If there is a Western Union Agent in your country or area, the Agent might be able to send a payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Western Union Agent in your ‘local’ currency (or in British Pounds, US Dollars or Euros). If you wish to make a payment by Western Union ‘Will Call’ transfer you must first contact the College with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm if it will accept a payment by Western Union ‘Will Call’, and to whom a transfer should be addressed. (Do NOT use Western Union ‘Will Call’ without receiving permission, and ‘receiver’ details, from the College)

By CURRENCY NOTES
The College accepts notes in British Pounds (£), United States Dollars (US$), Euros (€). The notes must be clean and new. If you send currency notes by post, send them by registered postal delivery or courier to minimise the chance of theft whilst on their way to the College.

By CREDIT or DEBIT CARD
You can make a payment using your American Express, Mastercard or Visa debit or credit card. You must send the College by post or email: a signed letter from the cardholder stating the card number and expiry date and his/her name and contact address, which authorises a stated sum of money to be paid, and the purpose of the payment; and a photocopy of the front and back of the signed credit or debit card itself. The amount charged will be in British Pounds.

By PayPal
If you have a debit or credit card, or a PayPal account, then you can quickly enrol and make your Fee payment through the College website using the secure worldwide PayPal payment system: simply go to the College website, fill in your details, and follow the instructions so that you can use your debit or credit card, or a PayPal account, to make a payment.

Additionally, if you have a PayPal account, you can also send other payments to CIC by sending from your PayPal account to: registrar@cambridgetraining.com

By DAHABSHIIL Money Transfer:
A Dahabshiil Agent in your country or area can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Dahabshiil Agent in your ‘local’ currency (or in British Pounds, US Dollars or Euros). Address the transfer to: Beneficiary: David Simon Lawson Destination: Britain Telephone: +44 77977 13999
Then post, or scan and email, or fax, your details with the Dahabshiil receipt to the College, stating clearly the Money Transfer Number and the “sender name” exactly as it is on the receipt.

By BRITISH POSTAL ORDERS
You (or a friend or family member) can purchase British Postal Orders from British Post Offices and send them to the College - by registered or recorded delivery post - with your details.

By PERSONAL CHEQUE
Avoid using “personal” cheques wherever possible, because despatches of Study & Training Materials will be delayed by at least 4 weeks when Fee payment is made by personal cheque.